



# State of New Jersey

## DEPARTMENT OF EDUCATION

# NOTICE OF VACANCY

The COMMISSIONER OF EDUCATION invites applications from qualified candidates for the following:

**ISSUE DATE:** August 31, 2012

**RESUMES MUST BE RECEIVED OR**

**POSTMARKED NO LATER THAN:** September 14, 2012

Applications received after closing date may be considered if position is not filled.

**TITLE:** Planning Associate 2 (Policy and Planning)

**REFERENCE #:** DOE-056-12

**POSITION #:** 943882

**BARGAINING UNIT/RANGE:** P 28

**SALARY:** \$68,993.91 - \$98,318.61

**LOCATION:** Trenton, NJ

**HOURS OF WORK:** 8:15 a.m. – 4:15 p.m.

**DIVISION:** Division of Teacher and Leader Effectiveness, Office of Evaluation

### **DESCRIPTION**

Under direction of the Director of the Office of Evaluation, analyzes, develops, and recommends education policies, plans, and priorities in order to implement state and federal laws pertaining to education programs and practices; develops education programming by conducting analyses and evaluation of education programs, surveys, needs assessment, and related research. Establishes, maintains, and evaluates program and fiscal data related to state and federal formula aid and discretionary grant applications and allocations; performs mandated regulatory functions; is knowledgeable in and works with independence in areas of assignment. May assist in designing and executing a state evaluation system that fully aligns with the New Jersey Department of Education's mission and goals. Key responsibilities may include: support the Office of Evaluation in designing policy to guide the roll-out of educator evaluation systems, support efforts to identify policy decisions, conduct research, and solicit input from stakeholders, support efforts to generate guidance materials, tools and communications materials to support public school educators as they design and implement educator evaluation systems, and coordinate with evaluation team members to ensure all work aligns to the priorities of the office. Does related work as required.

### **REQUIREMENTS**

**Education:** Graduation from an accredited college or university with a Master's degree in Educational Administration, Public Administration, or a related field or a degree in Law.

**Experience:** Four (4) years of experience in education planning, analysis of educational policy, or intergovernmental/legislative relations in the implementation of educational policy and planning. Strong writing, organizational, research, and analytic abilities preferred. Demonstrated commitment to education reform and support for highly effective teaching and educational leadership preferred.

### **OPEN TO THE FOLLOWING**

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website <http://info.csc.state.nj.us/jobspec/72624F.htm>

### **FORWARD RESUMES TO:**

Personnel Director  
New Jersey State Department of Education  
Reference #: DOE-056-12  
PO Box 500  
Trenton, NJ 08625-0500  
Resumes may be e-mailed to: [resume3@doe.state.nj.us](mailto:resume3@doe.state.nj.us)

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.